

## **CHECK LIST FOR TRANSFER OF CASES TO OFFICE OF STATE DEBT COLLECTIONS**

- For manual transfer of overdue accounts receivable related to civil cases, see “[OSDC Civil Referral Form](#).”
- Has the case been adjudicated (sentenced?)

If the case has not been adjudicated it can not be sent to Office of State Debt Collections.
- Is the payment 60 days or more past due?

(Over 90 days since last payment has been received—the first 30 days the account is not past due).
- Has there been a Progress Violation Report?

If the details of the report are not detailed in case history look in the case file to see what AP&P has recommended regarding the fine and/or any fee or restitution balances.

At times, AP&P will request the balance of the fine be waived. If so, make sure the judge has approved this.

AP&P may show a different balance than the court does.
- Are there any credits that should have been applied towards the fine?

Credit for proof of compliance that has been received by the court, but a credit has not been given on the fine. This may be proof of counseling, work project, or as part of the sentence a portion of the fine should have been suspended upon completion of a certain condition.
- Has a warrant been issued?

An active warrant for a fine and/or restitution etc. should be recalled. If there has been an FTA or FTC issued, it should be canceled.

A warrant for other conditions should be left active unless the judge wants to close the case.
- Is the case on tracking or calendared for an event?

Any pending items such as tracking or a calendared event should be researched.
- Check the Accounts for any trust money that has not been paid out (Finders Program, Bail, etc.)
- Plea in Abeyance cases should not be sent.
- Check to make sure there are no co-defendants that may have reduced restitution amounts.
- Make sure all current victim information, or any trust account receivable, is updated on the computer (name, address, etc.)
- Check the file for correct spelling of the name or any further defendant information that has not been updated on the computer (address, phone number, etc.)